

THE SECRETARY OF AGRICULTURE
WASHINGTON, D. C. 20250-0100

August 11, 1997

MEMORANDUM FROM THE SECRETARY

TO: Subcabinet Officials

SUBJECT: Year 2000



I am becoming increasingly concerned about the lack progress we are making to solve the Year 2000 problem within the Department. Unless we accelerate this project and unless each of you make this a priority, we could face potentially calamitous consequences.

Earlier this year, the Committee on Government Reform and Oversight graded executive branch agencies on their Year 2000 preparedness; the Department received a D. While this was disturbing enough, even more disturbing has been our failure to meet deadlines for completion of the assessment phase by the end of June. The first quarterly report on Year 2000 submitted to OMB in May indicated USDA had only completed 40% of this phase. The August quarterly report to OMB indicates that USDA has completed only 58% of the assessment phase, a bare 18% increase over a 3-month period.

This lack of progress reflects poorly on the Department. The clock is ticking and all of us must assume a greater responsibility and take more direct management intervention to ensure that our plans are on track. For this reason, I am directing that you take the following actions:

1. Each agency administrator will appoint an executive sponsor, at the senior executive level, for the overall management and implementation of the agency's Year 2000 project. The person will have a performance element that addresses management responsibility for this area and will report directly to the administrator on Year 2000 issues.
2. Each agency administrator will establish technical and program project teams, with full-time leaders, to support Year 2000 conversion. The teams will report directly to the executive sponsor. All full-time leaders will have a performance element for Year 2000, as will other program officials where appropriate.

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3. Each agency administrator will ensure that a Year 2000 action plan is developed within 10 working days from the date of this memorandum. The plan must include a schedule and provide the resources to assess, renovate, validate, implement, and meet the contingencies of the agency's Year 2000 initiatives.
4. Each agency administrator, in conjunction with its investment review board, will certify that critical agency systems are reflected in Year 2000 implementation plans, with completion dates responsive to operational priorities.
5. I am expanding the criteria that waiver requests must meet under the current moratorium on agency systems and applications development to include Year 2000 planning and performance. *Until agencies produce an acceptable plan and demonstrate progress on implementation in compliance with OMB, GAO, and congressional guidance, no waivers will be granted.* This is effective immediately, covering requests currently under review.

I am asking the Chief Information Officer to include Year 2000 as a regular agenda item at subcabinet meetings.

Please have your agency administrators provide the names of agency executive sponsors and copies of Agency Year 2000 action plans to the Chief Information Officer no later than August 22, 1997.

Attachment:

August, 1997 quarterly report to OMB on Year 2000 progress

Year 2000 System Status Report
Days Remaining until January 1, 2000
872

as of 8/12/97

	Number Critical	System Status				Systems Being Repaired				Cost (\$ thousands)					Total Cost
		Compliant	Replace	Repair	Retire	Assessed	Renovated	Validated	Implement	FY1996	FY1997	FY1998	FY1999	FY2000	
Farm and Foreign Agricultural Services															
FAS	14	6	6	2	0	2	0	0	0	\$70	\$70	\$170	\$170	\$70	\$550
FSAHKC	191	0	0	191	0	74	38	38	38	\$1,330	\$8,396	\$5,720	\$2,060	\$1,770	\$19,276
FSAHQTR	15	0	0	15	0	15	0	0	0	\$0	\$200	\$200	\$200	\$200	\$800
RM	32	0	0	12	20	1	1	0	0	\$560	\$250	\$380	\$380	\$120	\$1,690
Subtotal	252	6	6	220	20	92	39	38	38	\$1,960	\$8,916	\$6,470	\$2,810	\$2,160	\$22,316
Food and Consumer Services															
FCS	16	4	2	10	0	7	0	0	0	\$176	\$3,027	\$2,198	\$663	\$0	\$6,064
Subtotal	16	4	2	10	0	7	0	0	0	\$176	\$3,027	\$2,198	\$663	\$0	\$6,064
Food Safety															
FSIS	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0
Marketing and Regulatory Programs															
AMS	8	0	1	7	0	3	0	0	0	\$50	\$770	\$1,500	\$790	\$30	\$3,140
APHIS	0	0	0	0	0	0	0	0	0	\$0	\$500	\$2,500	\$4,000	\$4,000	\$11,000
GIPSA	0	0	0	0	0	0	0	0	0	\$0	\$135	\$410	\$220	\$30	\$795
Subtotal	8	0	1	7	0	3	0	0	0	\$50	\$1,405	\$4,410	\$5,010	\$4,060	\$14,935
Natural Resources and Environment															
FS	3	1	2	0	0	0	0	0	0	\$1,318	\$1,318	\$0	\$0	\$0	\$2,636
NRCS	15	0	1	14	0	13	10	0	0	\$0	\$100	\$15,730	\$14,330	\$110	\$30,270
Subtotal	18	1	3	14	0	13	10	0	0	\$1,318	\$1,418	\$15,730	\$14,330	\$110	\$32,906
Research, Education and Economics															
ARS	7	1	1	5	0	2	1	0	0	\$0	\$421	\$421	\$421	\$210	\$1,473
CSREES	2	2	0	0	0	0	0	0	0	\$0	\$0	\$25	\$25	\$0	\$50
ERS	5	0	2	1	2	1	0	0	0	\$81	\$150	\$260	\$260	\$30	\$781
NASS	218	105	13	96	4	14	0	0	0	\$0	\$30	\$25	\$120	\$120	\$295
Subtotal	232	108	16	102	6	17	1	0	0	\$81	\$601	\$731	\$826	\$360	\$2,599
Rural Development															
RD	10	2	0	8	0	7	0	0	0	\$125	\$0	\$1,550	\$287	\$0	\$1,962
Subtotal	10	2	0	8	0	7	0	0	0	\$125	\$0	\$1,550	\$287	\$0	\$1,962
Departmental Administration															
DA	15	3	8	4	0	3	1	0	0	\$0	\$0	\$540	\$500	\$500	\$1,540
Subtotal	15	3	8	4	0	3	1	0	0	\$0	\$0	\$540	\$500	\$500	\$1,540
Other															
NFC	6	0	0	6	0	6	0	0	0	\$1,236	\$4,093	\$3,243	\$2,471	\$386	\$11,429
OBPA (Compliant)	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0
OGC (Compliant)	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0
OIG	1	0	1	0	0	0	0	0	0	\$19	\$794	\$537	\$352	\$337	\$2,039
OCIO (NITC)	201	3	0	198	0	179	19	0	0	\$0	\$3	\$3	\$4	\$0	\$10
OCE	2	0	0	2	0	2	0	0	0	\$1,255	\$4,890	\$3,783	\$2,827	\$723	\$13,478
Subtotal	210	3	1	206	0	187	19	0	0	\$1,255	\$4,890	\$3,783	\$2,827	\$723	\$13,478
TOTALS	761	127	37	571	26	329	70	38	38	\$ 4,965	\$ 20,257	\$ 35,412	\$ 27,253	\$ 7,913	\$ 95,805

The total number of USDA systems contains several thousand software applications.

QUARTERLY COMPARISON REPORT
USDA Y2K

	Mission Critical			Repaired			Assessed						Cost FY1996-2000 (\$1000)		
	May-97	Aug-97	Diff	May-97	Aug-97	Diff	May-97	%	Aug-97	%	Diff	Change	May-97	Aug-97	Diff
Farm and Foreign Agricultural Services															
FAS	16	14	-2	4	2	-2	1	25.0%	2	100.0%	1	75.0%	\$288	\$550	\$262
FSAHKC	106	191	85	95	191	96	15	15.8%	74	38.7%	59	23.0%	\$0	\$19,276	\$19,276
FSAHQTR	15	15	0	15	15	0	0	0.0%	15	100.0%	15	100.0%	\$13,932	\$800	-\$13,132
RM	0	32	32	0	12	12	0	0.0%	1	8.3%	1	8.3%	\$1,065	\$1,690	\$625
Subtotal	137	252	115	114	220	106	16	14.0%	92	41.8%	76	27.8%	\$15,285	\$22,316	\$7,031
Food and Consumer Services															
FCS	24	16	-8	15	10	-5	5	33.3%	7	70.0%	2	36.7%	\$13,498	\$6,064	-\$7,434
Subtotal	24	16	-8	15	10	-5	5	33.3%	7	70.0%	2	36.7%	\$13,498	\$6,064	-\$7,434
Food Safety															
FSIS	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	\$0	\$0	\$0
Subtotal	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	\$0	\$0	\$0
Marketing and Regulatory Programs															
AMS	8	8	0	7	7	0	3	42.9%	3	42.9%	0	0.0%	\$3,140	\$3,140	\$0
APHIS	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	\$11,000	\$11,000	\$0
GIPSA	0	0	0	0	0	0	0	0.0%	0	0.0%	0	0.0%	\$795	\$795	\$0
Subtotal	8	8	0	7	7	0	3	42.9%	3	42.9%	0	0.0%	\$14,935	\$14,935	\$0
Natural Resources and Environment															
FS	3	3	0	0	0	0	0	-0.0%	0	0.0%	0	0.0%	\$2,636	\$2,636	\$0
NRCS	15	15	0	14	14	0	0	0.0%	13	92.9%	13	92.9%	\$30,270	\$30,270	\$0
Subtotal	18	18	0	14	14	0	0	0.0%	13	92.9%	13	92.9%	\$32,906	\$32,906	\$0
Research, Education and Economics															
ARS	5	7	2	0	5	5	0	0.0%	2	40.0%	2	40.0%	\$1,473	\$1,473	\$0
CSREES	4	2	-2	0	0	0	0	0.0%	0	0.0%	0	0.0%	\$1,084	\$50	-\$1,034
ERS	5	5	0	1	1	0	0	0.0%	1	100.0%	1	100.0%	\$781	\$781	\$0
NASS	0	218	218	0	96	96	0	0.0%	14	14.6%	14	14.6%	\$295	\$295	\$0
Subtotal	14	232	218	1	102	101	0	0.0%	17	16.7%	17	16.7%	\$3,633	\$2,599	-\$1,034
Rural Development															
RD	10	10	0	9	8	-1	6	66.7%	7	87.5%	1	20.8%	\$1,962	\$1,962	\$0
Subtotal	10	10	0	9	8	-1	6	66.7%	7	87.5%	1	20.8%	\$1,962	\$1,962	\$0
Departmental Administration															
DA	0	15	15	0	4	4	0	0.0%	3	75.0%	3	75.0%	\$0	\$1,540	\$1,540
Subtotal	0	15	15	0	4	4	0	0.0%	3	75.0%	3	75.0%	\$0	\$1,540	\$1,540
Other															
NFC	5	6	1	5	6	1	5	100.0%	6	100.0%	1	O.K	\$12,996	\$11,429	-\$1,567
OBPA (Compliant)	0	0	0	0	0	0	---	---	---	---	---	---	\$0	\$0	\$0
OGC (Compliant)	0	0	0	0	0	0	---	---	---	---	---	---	\$0	\$0	\$0
OIG	0	1	1	0	0	0	0	0.0%	0	0.0%	0	0.0%	\$0	\$0	\$0
OCIO (NITC)	468	201	-267	304	198	-106	156	51.3%	179	90.4%	23	39.1%	\$2,039	\$2,039	\$0
OCE	0	2	2	0	2	2	0	0.0%	2	100.0%	2	100.0%	\$0	\$10	\$10
Subtotal	473	210	-263	309	206	-103	161	52.1%	187	90.8%	26	38.7%	\$15,035	\$13,478	-\$1,557
TOTAL	684	761	77	469	571	102	191	40.7%	329	57.6%	138	16.9%	\$97,254	\$95,800	-\$1,454